

CHAPTER 7

DETAILS

7-1. GENERAL.

a. A detail is the temporary assignment of an employee to a different position or set of duties for a specified period, with the employee returning to his/her original position at the end of the detail. There is no formal position change; officially the employee continues to hold the position from which detailed and keeps the same status and pay. Detailed employees receive no additional compensation and do not have to meet OPM's qualification standards for the position to which detailed, but should be reasonably qualified to perform the expected duties. Use of OPM's standards may be advisable if the detail is made under competitive procedures or if the position may later be filled on a permanent basis.

b. An employee who continues to carry out the duties of the position to which permanently assigned and also performs some of the duties of another position for a limited time generally is not considered to be on a detail.

c. Details are intended for meeting temporary needs of the agency's work program when necessary services cannot be provided by other means. Details can be used in situations such as temporary shortage of military or civilian personnel or emergency work situations. A detail would normally be used to relieve short-term shortages in personnel or a temporary increase in the work load, to assign duties of a new position to an employee while it is in the planning stages or to fill a critical vacancy while action is underway to fill it on a permanent basis. Except for an emergency detail of 30 days or less, an employee may not be detailed earlier than 3 months after appointment from an Office of Personnel Management (OPM) register.

d. Details normally are processed in 120-day increments. For employees covered by the bargaining unit, the union contract should be reviewed prior to effecting a detail.

7-2. PROCEDURES.

a. Details to higher graded duties. Details to higher level positions should be made competitively when the duration of the detail and the nature of the assignment are such that the employee can be expected to perform the majority of the grade

controlling duties. Extensions of details to higher graded positions or with known promotion potential must be processed under competitive procedures. Supervisors must indicate the reasons for the detail, nature of the duties to be performed, the desired length of the detail, and all details and temporary promotions during the preceding 12 months.

b. Details of 30 days or less to a higher graded position or to a position with more promotion potential may be made on an oral basis. However, the activity should maintain records of all details. When the detail extends beyond 30 days or is originally made for more than 30 days, the detail must be documented by a Request for Personnel Action (RPA), and forwarded to the Civilian Personnel Advisory Center (CPAC) for approval. Supervisors must indicate the reasons for the detail, nature of the duties to be performed, and the desired length of the detail. The RPA must also reflect all details (oral and written) and temporary promotions during the preceding 12 months.

c. The negotiated Contract Agreement requires supervisors to temporarily promote the employee instead of detailing him when the employee is fully qualified for promotion and the assignment is to higher graded duties for more than 60 days. Supervisors are encouraged to apply this same provision to employees who are not a part of the bargaining unit. When an employee is fully qualified for promotion and is assigned to perform the duties of an established bargaining unit position of a higher grade for more than 60 consecutive calendar days, a temporary promotion will be made in accordance with applicable rules and regulations. Temporary promotions for 120 consecutive calendar days or less may be made as exceptions to competitive merit promotion procedures; however, competitive procedures must be used for any temporary promotion in excess of 120 consecutive calendar days.

d. Competitive Details. A detail to higher graded duties must be competitive if it will exceed a total of 120 days within a 12-month period. An important aspect to keep in mind is the cumulative nature of the times within a 12-month period. Details for 2 or 3 days at a time need to be recorded so proper actions can be taken at the various time limit benchmarks. A discussion should be held with the affected employee, giving the reasons for the detail, the length of the detail, and other available information.

e. Extending Time Limits. Details and extensions will be limited to an initial period of no more than 120 days. Details may be extended in 120-day increments, up to a maximum of 1 year. This applies to details to unclassified duties and to equal, lower, or higher graded positions. Details to an organization

undergoing a commercial activity study may be extended in 120-day increments, up to a maximum of 2 years (applies to details to unclassified duties and to equal, lower, or higher graded positions). When it is found that a detail will exceed the limits described above, prior approval must be submitted by the supervisor to the CPAC along with an RPA at least 45 days in advance. No retroactive extension will be approved. The authority to approve extensions of details beyond 1 year has been delegated to installation commanders by OPM.

f. Detailing Temporary Employees. A temporary employee may be detailed to another position, which meets the requirements for temporary employment. Details of temporary employees are subject to the same time limits and documentation requirements as details of permanent employees.

g. The Union will be notified of any major reorganization, which could result in multiple details in excess of 30 days. Notification will be furnished prior to the effective date of the details.

7-3. DOCUMENTATION.

a. Although the Civilian Personnel Advisory Center requires no documentation for some details, the activity should maintain complete records. When documentation is required, it will be recorded on the RPA and forwarded to CPAC for approval.

b. Details documented by Notification of Personnel Action (NPA), will be filed in the employee's official Personnel Folder and a copy of given to the employee. No documentation is required for a detail to a position that is identical to the employee's current position or that is of the same grade, series, and basic duties as the employee's current position.